

DATE:

Dear _____

NOTICE TO EMPLOYEES IN TEST DESIGNATED POSITIONS

Under the provisions of the Collective Bargaining Agreements for exclusively represented employees and Civil Service Rule 2-7 for nonexclusively represented employees, those employees who occupy test-designated positions are subject to random selection testing and post-accident/post-incident testing.

A test-designated position means any of the following:

- (1) A safety-sensitive position in which the incumbent is required to possess a valid commercial driver's license or to operate a commercial motor vehicle, an emergency vehicle, or dangerous equipment or machinery.
- (2) A position in which the incumbent possesses law enforcement powers or is required or permitted to carry a firearm while on duty.
- (3) A position in which the incumbent, on a regular basis, provides direct health care services to persons in the care or custody of the state or one of its political subdivisions.
- (4) A position in which the incumbent has regular unsupervised access to and direct contact with prisoners, probationers, or parolees.
- (5) A position in which the incumbent has unsupervised access to controlled substances.
- (6) A position in which the incumbent is responsible for handling or using hazardous or explosive materials.

Your position has been determined to be a test-designated position under one of the above criteria. This means that you are subject to the random and post-accident/post-incident drug and alcohol testing requirements:

Random selection testing. A test-designated employee shall submit to a drug and an alcohol test if the employee has been selected for testing on a random selection basis.

Post-accident/post-incident testing. A test-designated employee shall submit to a drug test or an alcohol test if there is evidence that the test-designated employee may have caused or contributed to a serious work accident.

All employees are subject to drug and alcohol testing in accordance with the following:

Reasonable suspicion testing. An employee shall be required to submit to a drug test or an alcohol test if there is reasonable suspicion that the employee has violated the rule.

Pre-appointment testing. An employee not occupying a test-designated position shall submit to a drug test if the employee is selected for a test-designated position.

Follow-up testing. An employee shall submit to an unscheduled follow-up drug test or alcohol test if, within the previous 24-month period, the employee voluntarily disclosed drug or alcohol problems, entered or completed a rehabilitation program for drug or alcohol abuse, failed or refused a pre-appointment drug test, or was disciplined for violating this rule.

In addition, you are required to complete Drug and Alcohol Training for New Employees. There is a power point presentation (item 1), and you are required to review items 2- 19.

<https://stateofmichigan.sharepoint.com/teams/insideose/ehm/Pages/Drug-&-Alcohol-Testing.aspx>

A receipt for this notification letter, and a receipt for Acknowledgement of Receipt and Review of the educational materials that explain the State of Michigan Drug and Alcohol Testing Program are included in this letter. Both must be returned to

If you have any questions regarding this letter, please contact_____

Sincerely,

Jean Ann Stacey

Jean Ann Stacey
Drug and Alcohol Testing Coordinator

ACKNOWLEDGEMENT OF NOTIFICATION OF TEST-DESIGNATED POSITION

"I understand that my signature indicates only that I have received a copy of the Notice to Employees In Test-Designated Positions letter and does not necessarily indicate that I agree."

Employee Signature

Date

Printed Name

Employee Identification Number

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I hereby acknowledge that I have received and reviewed the educational materials that explain the State's policies and procedures regarding the State of Michigan Drug and Alcohol Testing Program. The educational materials include the following:

1. The identity of the person designated by the employer to answer questions about the educational materials.
2. Which employees are subject to Civil Service Regulation 2.07, Drug Testing, and Civil Service Regulation 2.08, Alcohol Testing.
3. Sufficient information to explain what the term "test-designated position" means.
4. Specific information to explain what is prohibited by Civil Service Regulations 2.07 and 2.08.
5. The circumstances under which employees will be tested for alcohol and/or controlled substances.
6. The penalties or other consequences for an employee found to have violated provisions of Civil Service rule 2-7.
7. The procedures used to test employees for alcohol and controlled substances and the procedures in place to protect employees and ensure the integrity of the testing process, safeguard the validity of test results, and ensure that those test results are attributed to the correct employee.
8. An explanation of the requirement that employees must submit to testing in accordance with Civil Service Regulations 2.07 and 2.08.
9. An explanation of what constitutes a refusal to submit and what penalties may be incurred for failure to submit to testing.
10. Information concerning the effects of alcohol use and controlled substance use on an employee's health, work, and personal life; signs and symptoms of an alcohol problem and a controlled substance problem; and methods for an employee to obtain assistance if an alcohol problem or substance abuse problem is suspected.

Name (Print)

Employee ID Number

Signature

Date